



MONTANA DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES

Policy No.: DOC 4.3.2	Subject: MENU PLANNING
Chapter 4: FACILITY/PROGRAM SERVICES	Page 1 of 3, plus attachments
Section 3: Food Service in Facilities and Programs	Revision Date: April 20, 2005
Signature: /s/ Bill Slaughter, Director	Effective Date: May 1, 1997

I. POLICY:

It is the policy of the Department of Corrections to establish menu planning systems which ensure that a variety of nutritionally adequate meals are available to all offenders.

II. IMPLEMENTATION:

This policy underwent annual review and revision in April 2005. It will be implemented on the revision date.

III. AUTHORITY:

2-15-112, MCA *Duties and Powers of Department Heads*

IV. DEFINITIONS:

Correctional Facility – For the purpose of this policy, includes Montana State Prison, Montana Women's Prison, Pine Hills Youth Correctional Facility, and the private and regional facilities contracted to the Department of Corrections. This policy applies only to facilities with full-scale food service operations.

DGAs - Dietary Guidelines for Americans, as established by the U.S. Departments of Agriculture, and Health & Human Services (see Attachment A).

DRIs - Dietary Reference Intakes, as established by the Food and Nutrition Board, Institute of Medicine, National Academies (see Attachments B1-B8).

Qualified Nutritionist - A Registered Dietitian or a person eligible for registration by the American Dietetic Association.

Special Diet - A therapeutic or religious diet approved in accordance with this policy.

Facility Administrator – The official, regardless of local title (administrator, warden, superintendent), ultimately responsible for the facility or program operation and management.

Food Service Director (FSD) – The employee, regardless of local title (Food Service Manager, Food Service Supervisor), responsible to manage the facility food service operation.

Designee – The position responsible for a specific action or program will also apply to that person's designee.

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V. PROCEDURAL GUIDELINES:

All offenders will be offered three daily meals, except for special weekend and holiday brunch meals, or other food service options that are authorized by the facility administrator to provide variety or to accommodate other activities. A daily food allowance, which satisfies basic nutrition standards, will be established for all programs and facilities.

A. Nutrition Standards

1. A qualified nutritionist must document, at least annually, that each facility or program satisfies basic nutrition standards as provided by DGAs (see Attachment A) and DRIs (see Attachments B1-B8).
2. Special diets must be approved and documented by a Registered Dietitian.

B. Assurance of Compliance

1. Written policy, procedure, and practice will require that food service staff plan menus in advance, substantially follow the plan, and plan and prepare all meals to take into consideration food nutrient content, appearance, palatability, texture, and temperature.
2. All recipes and menus, including special diets, will be planned, dated, and available for review at least one week in advance. Any substitutions in the meals actually served will be documented and will be of equal nutritional value.
3. The Food Service Director (FSD) must verify, at least quarterly, that food portioning adheres to that planed on the written menu.

C. Special Diets

The FSD will develop local procedures to provide for the special therapeutic and religious diet needs of offenders in each facility or program. Special diets will be kept as simple as possible and conform as closely as possible to the foods served other offenders.

1. Therapeutic Diets

Therapeutic diets must be provided as prescribed by appropriate medical personnel in response to a real and documented medical need.

- a) A therapeutic diet manual must be available in the health services and food services areas for reference and information.
- b) A therapeutic diet will consist of a complete meal service and will not be used as a reward or to provide a choice between meals.
- c) Therapeutic diet prescriptions must be specific and complete, furnished in writing to the FSD, and reviewed at least every 90 days, except in the case of chronic diagnoses such as diabetes.

2. Religious Diets

Written policy, procedure, and practice will provide for special diets for offenders whose religious beliefs require adherence to religious dietary laws.

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- a) A chaplain will approve all religious diets on a case-by-case basis.
- b) Religious diet prescriptions will be specific and complete, furnished in writing to the food service director, and rewritten monthly.

3. Removal from a Special Diet

An offender observed violating the special diet terms will be reported to the appropriate authority.

- a) Only the facility medical authority may remove an offender from a therapeutic diet.
- b) The facility administrator may remove an offender from a religious diet only after consulting the Department's Legal Services Bureau or upon written request from the offender.

D. Special Management Menus

- 1. Withholding food or varying the standard menu will not be permitted as a disciplinary sanction for an individual offender. Exceptions may apply only under the following circumstances:
 - a) An offender who uses food or utensils in a disruptive manner or as a weapon against self or others may be given nutritionally adequate, specially prepared or packaged meals designed to minimize the potential for such actions.
 - b) A special management menu may be used only as approved in the offender's written management plan, and the menu will be discontinued when there is reasonable belief that the offender's disruptive behavior will not continue.

VI. CLOSING:

Questions concerning this policy should be directed to the Food Service Director.

Attachments

Dietary Guidelines for Americans (Attachment A)
 Dietary Reference Intakes (Attachments B1-B8)

ATTACHMENT A

Dietary Guidelines for Americans. 5th Ed.

US Departments of Agriculture and Health & Human Services; 2000

AIM FOR FITNESS...

Aim for a healthy weight.
Be physically active each day.

BUILD A HEALTHY BASE...

Let the Pyramid guide your food choices.
Choose a variety of grains daily, especially whole grains.
Choose a variety of fruits and vegetables daily.
Keep foods safe to eat.

CHOOSE SENSIBLY...

Choose a diet low in saturated fat and cholesterol and moderate in total fat.
Choose beverages and foods to moderate your intake of sugars.
Choose and prepare foods with less salt.
If you drink alcoholic beverages, do so in moderation.

...For good Health

The ABC's of nutrition for your health are to: Aim, Build, and Choose for good health.

By following these Guidelines, you can promote your health and reduce your risk for chronic diseases such as heart disease, certain cancers, diabetes, stroke, and osteoporosis. These diseases are leading causes of death and disability among Americans.

Aim for fitness

Aim for a healthy weight—balance the calories you eat with physical activity.

Get moving. Do 30 minutes or more of moderate physical activity most days or every day. Make physical activity part of your daily routine.

Eating sensible portions sizes (see below) is one key to a healthy weight.

CHOOSE SENSIBLE PORTION SIZES

Check product labels on packaged foods to see how much food is considered to be a serving. Many items sold as single portions actually provide 2 servings or more—such as a 20-ounce soft drink, a 6-ounce steak, or a 3-ounce bag of chips.

Be especially careful to limit portion size of foods high in calories, such as cookies, cakes, other sweets, French fries, and fats, oils, and spreads.

Build a healthy base

Use the Food Guide Pyramid (see next page) to help make healthy food choices that you can enjoy.

Build your eating pattern on a variety of grains, fruits, and vegetables.

Include several servings of whole grain foods daily—such as whole wheat, brown rice, oats, and whole grain corn.

Enjoy five a day—eat at least 5 servings of fruits and vegetables each day. Choose dark-green leafy vegetables, orange fruits and vegetables, and cooked dry peas and beans often.

Also choose foods from the milk, meat and bean groups each day. Make low-fat choices most often.

It's fine to enjoy fats and sweets occasionally.

KEEP FOODS SAFE TO EAT

Wash hands and surfaces often.

Separate raw, cooked, and ready-to-eat foods while preparing, or storing.

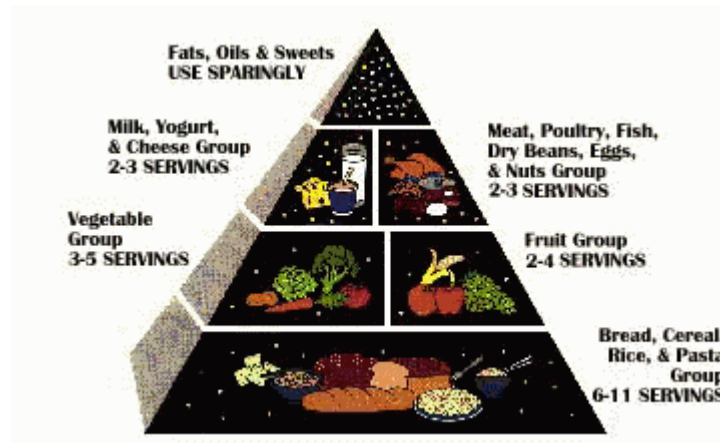
Cook foods to a safe temperature.

Refrigerate perishable foods promptly.

Check and follow the label.

When in doubt, throw it out.

The Food Guide Pyramid



The Food Guide Pyramid is a general guide that calls for eating a variety of foods to get the nutrients you need and the right amount of calories to maintain a healthy weight. Use the Pyramid to plan daily eating. Be sure to eat at least the lowest number of servings from each of the five major food groups. You need them for the vitamins, minerals, carbohydrates, and protein they provide. Try to pick the lowest fat choices from each food group. No specific serving size is given for the fats, oils, and sweets group; the message is USE SPARINGLY. The amount of food that counts as one serving is listed below:

Milk, Yogurt, and Cheese		
1 cup of milk or yogurt	1 1/2 ounces of natural cheese	2 ounces of processed cheese
Meat, Poultry, Fish, Dry Beans, Eggs, and Nuts		
2-3 ounces of cooked lean meat, poultry, or fish	1/2 cup of cooked dry beans, 1 egg, or 2 tablespoons of peanut butter count as 1 ounce of lean meat	
Vegetable		
1 cup of raw leafy vegetables	1/2 cup of other vegetables, cooked or chopped raw	3/4 cup of vegetable juice
Fruit		
1 medium apple, banana, orange	1/2 cup of chopped, cooked, or canned fruit	3/4 cup of fruit juice
Bread, Cereal, Rice, and Pasta		
1 slice of bread	1 ounce of ready-to-eat cereal	1/2 cup of cooked cereal, rice, or pasta

Choose sensibly

Use the Nutrition Facts Label (see Daily Values below) to help choose foods lower in total fat—especially saturated fat—as well as cholesterol. Limit your use of solid fats, such as butter and hard margarines.

Choose fat-free or low-fat types of milk products, and lean meats and poultry. Eat cooked dry beans and peas and fish more often.

Don't let foods that are high in added sugars (i.e., soft drinks or sweets) crowd out other foods that you need, such as milk products or other calcium sources.

Choose and prepare foods with less salt or salty flavorings.

Daily Values: An Umbrella Term

The term Daily Value is an "umbrella" term for two sets of reference values: Daily Reference Values (DRVs) and Dietary Reference Intakes (DRIs: Attachment B1-8).

Daily Reference Values

DRVs are for children and adults aged 4 or older. DRVs are set for total fat, saturated fat, cholesterol, total carbohydrate, dietary fiber, sodium, potassium, and protein.

DRVs for cholesterol, sodium, and potassium are based on the National Research Council's Diet and Health Report (1989), and they are constant for all calorie levels.

Food Component	Daily Reference Value
Cholesterol	300 mg
Sodium	2,400 mg
Potassium	3,500 mg

DRVs for total fat, saturated fat, total carbohydrate, dietary fiber, and protein vary, depending on calorie level.

Food Component	DRV Calculated as
Total Fat	30 percent of total calorie intake
Saturated Fat	10 percent of total calorie intake
Total Carbohydrate	60 percent of total calorie intake
Dietary Fiber	11.5 grams per 1,000 calories
Protein	10 percent of total calorie intake

Compare the saturated fat in foods

<u>FOOD CATEGORY</u>	<u>SATURATED FAT CONTENT IN GRAMS</u>
CHEESE - 1 OZ.	
Regular Cheddar cheese	6.0
Low-fat Cheddar cheese	1.2
GROUND BEEF - 3 OZ. COOKED	
Regular ground beef	7.2
Extra lean ground beef	5.3
MILK - 1 CUP	
Whole milk	5.1
Low-fat (1%) milk	1.6
BREADS - 1 MEDIUM	
Croissant	6.6
Bagel	0.1
FROZEN DESSERTS - 1/2 CUP	
Regular ice cream	4.5
Frozen yogurt	2.5
TABLE SPREADS - 1 tsp.	
Butter	2.4
Soft margarine	0.7

Note: The food categories listed are among the major food sources of saturated fat for U.S. adults and children.

ATTACHMENT B1

Estimated Energy Requirements (EER) for Men and Women 30 Years of Age^a. Food and Nutrition Board, Institute of Medicine, National Academies

Height (m)	PAL ^b	EER, Men ^c (Kcal/d)		EER, Women ^c (kcal/d)	
		41.6 kg (BMI 18.5)	56.2 kg (BMI 24.99)	41.6 kg (BMI 18.5)	56.2 kg (BMI 24.99)
1.50	Sedentary	1848	2080	1625	1762
1.50	Low Active	2009	2267	1803	1956
1.50	Active	2215	2506	2025	2198
1.50	Very Active	2554	2898	2291	2489
1.65	Sedentary	2068	2349	1816	1982
1.65	Low Active	2254	2566	2016	2202
1.65	Active	2490	2842	2267	2477
1.65	Very Active	2880	3296	2567	2807
1.80	Sedentary	2301	2635	2015	2211
1.80	Low Active	2513	2884	2239	2459
1.80	Active	2782	3200	2519	2769
1.80	Very Active	3225	3720	2855	3141

^a - For each year below 30, add 7 kcal/day for women and 10 kcal/day for men. For each year above 30, subtract 7 kcal/day for women and 10 kcal/day for men.

^b - PAL=Physical activity level.

^c - Derived from the following regression equations based on doubly labeled water data:

Adult man: $EER = 661.8 - [9.53 \times \text{Age}(y)] + PA[15.91 \times \text{Wt}(\text{kg}) + 539.6 \times \text{Ht}(\text{m})]$

Adult woman: $EER = 354.1 - [6.91 \times \text{Age}(y)] + PA[9.36 \times \text{Wt}(\text{kg}) + 726 \times \text{Ht}(\text{m})]$

Where PA refers to coefficient for Physical Activity Levels (PAL)

PAL=total energy expenditure + basal energy expenditure.

PA=1.00 if PAL \geq 1.0, <1.4 (sedentary).

PA=1.12 if PAL \geq 1.4, <1.6 (low active).

PA=1.27 if PAL \geq 1.6, <1.9 (active*).

* 60 min. total moderate intensity PA, eg. walking/jogging at 4-5 mph

PA=1.45 if PAL \geq 1.9, <2.5 (very active).

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